



Washington State House of Representatives

Exempt Recruitment Announcement

Financial Analyst 4 – Travel

Opens: October 9, 2015 and Closes Friday, October 23, 2015, 5:00 pm

REPORTS TO: Senior Financial Manager, House of Representatives

LOCATION: Olympia, Washington

SALARY: \$3,838 - \$6,286 monthly, + Benefits

AGENCY PROFILE:

The House of Representatives comprises half of the Washington State Legislature and is made up of 98 members elected to serve two-year terms, representing 49 legislative districts. The Legislature meets every year to consider and pass legislation involving public policy, taxes and other revenue, and state spending. In addition to elected members, the House also employs approximately 230 full-time year-around staff, and 80 temporary session staff and interns. The House's operating budget for the 2015-2017 Biennium is approximately \$70 million.

The House's Financial Services Office provides a high level of customer service to the elected members and staff. The primary functions of the office are payroll, employee benefits, travel, expense reimbursements, vendor payments, allotment monitoring, and financial reporting. The office has a staff of five, including the Manager and four Financial Analysts.

ROLE:

The House is looking for a self-motivated person with state accounting skills, diplomacy, team spirit and a strong work ethic. The primary functions of this position are: processing travel reimbursement vouchers for members and staff and daily cash receipts. As a member of a small team, duties may also include cross training in the areas of payroll, vendor payments, expense reimbursements, and daily cash receipts.

This position offers a flexible work schedule with the exception of legislative session. Regular legislative sessions take place January through March in even numbered years, and January through April in odd numbered years. Special legislative sessions occur as needed. During legislative sessions, the work schedule is eight hour days, Monday through Friday, with additional hours and days as necessary depending on workload and office coverage.

Leave is usually not approved during session unless there is an exceptional circumstance that arises.



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RESPONSIBILITIES:

This position is solely responsible for processing all travel reimbursement vouchers for members and staff for the House of Representatives:

- Maintain and process travel expense records; ensure compliance with institution regulations and procedures. Interpret rules and regulations adopted by OFM and DES relating to travel.
- Review employee travel vouchers for completeness; verify per diem rates, mileage and other expenses; verify all receipts are provided.
- Provide assistance to staff and members in completing all necessary documents for travel related expenses.
- Answer questions and provide guidance in making travel arrangements.
- Assist supervisor with travel summary information and analysis of records and reports.
- Reconcile and pay the Travel Visa Card.
- Input final payment documents into AFRS, review and release batches of co-workers. Process all travel/per diem checks received.
- Reconcile in-process report which involves reviewing, analyzing and interpreting agency accounting input. Analyze and correct discrepancies and/or research problems.
- Prepare various journal vouchers reflecting expenditures and transfer of funds; cancellation of warrants, accounts receivable, adjusting/correcting entries.
- Prepare agency deposits – responsible for accurate and timely deposit of monies received. Prepare necessary paperwork for bank deposits and other fiscal documentation to ensure accountability of funds. Process Inter-Agency Payment (IAP) documents which includes inputting proper codes with agency receivable documents. Responsible for collection/recovery of accounts receivables such as photo invoices, tapes, copies, meals and other receivables.
- Prepare and reconcile Gift Center Deposits on a daily basis. Research any discrepancies. Cash deposits are done in the morning before the 9:30 am Treasurer's Office pick up and credit card receipts are done in the afternoon after an e-mail from the Treasurer's Office indicating the reports are ready.
- Complete Department of Revenue's Monthly Combined Excise Return for the reporting of the B&O Tax and Sales Tax for the Gift Center. Pay Department of Revenue tax amounts owed by the House of Representatives.
- Responsible for reconciling and researching any discrepancies with the Department of Retirement System's monthly invoice and making proper adjustments in WBET. Paying DRS invoices.
- During legislative session responsible for the members per diem. Prepare



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- authorization letters asking for verification of mileage and whether there are any per diem adjustments. This form also authorizes cafeteria and parking deductions. Manage per diem and deductions on an Excel spreadsheet and make updates. Utilize OFM toolbox and upload payment information. Payments are on an every other Friday schedule.
- During legislative session responsible for Legislative Assistant Per Diem. Prepare authorization forms verifying mileage and start dates. Manage per diem on an Excel spreadsheet and make updates. Utilize OFM toolbox to upload payment information. Payments are on an every other Friday schedule.
- During legislative session responsible for the Members Cafeteria. Review and process vendor payment claims. Work with vendors and cafeteria staff to resolve problems related to accounts payables. Ensure appropriate authorization and signatures are obtained for payment. Make timely payments to vendors. Invoice authorized employees that have used the cafeteria by running reports from the Cafeteria application. Prepare documentation for deposit of funds. Review and reconcile bank statements. Provide summary information and analysis of expenses disbursed and monies received.
- During legislative session manage staff overtime hours on Excel spreadsheet and make updates.
- Assist as a backup in the areas of vendor payments and payroll on an as needed basis.
- In conjunction with one of the payroll positions; answer incoming calls to the House Accounting Office.
- Perform other related duties as required.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Bachelor's Degree in Business Administration, Accounting, or related field. Up to two years of additional state accounting and/or travel experience may be substituted year for year towards the required college level education provided the minimum number of hours of accounting coursework is met.
- Minimum of 18 quarter hours or 12 semester hours of college-level coursework in Accounting.
- Experience processing travel reimbursements for the State of Washington.
- Experience in governmental accounting.
- Experience using the state's Agency Financial Reporting System (AFRS).



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- Ability to interpret and apply laws, rules, policies, and procedures that directly affect travel requests.
- Proficiency in computer applications such as Microsoft Word, Excel, and Outlook.
- A dependable and strong work ethic, and the ability to maintain a professional demeanor at all times. Ability to seek and follow supervisory direction as required.
- Positive attitude and the ability to be an exceptional team member.
- Ability to multi-task and to handle complex and difficult situations.
- Excellent written and oral communication skills.
- Strong organizational skills and excellent attention to detail.
- Ability to maintain strict confidentiality at all times.

HOW TO APPLY:

Please submit the following information by 5:00 pm on October 23, 2015:

- A letter of interest addressing the specific qualifications and abilities.
- A current resume detailing your experience and education.
- A list of at least three professional references, including one supervisor, with current telephone numbers and/or email contact information.

Send to:

Lynn Rostvold, Supervisor Financial Services

House of Representatives

E-mail: Lynn.Rostvold@Leg.wa.gov

Fax: (360) 786-7209

We would prefer to receive all application packages via e-mail with attachments in either a Word document or as a .pdf.

The House of Representatives is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons with disabilities, persons over 40 years of age, disabled and Vietnam era veterans and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application process or this announcement in an alternative format may contact Kristin Collins, in the Legislative Support Services human resources office at (360) 786-7337, or e-mail Kristin.Collins@leg.wa.gov.